

**Policy 5335: Employee Use of Electronic Communication Devices**

**Status:** DRAFT - 2nd  
Reading

**Original Adopted Date:** Pending

*This draft policy will replace Policy 960 Employee Use of School District Equipment.*

The Board recognizes that employees may carry electronic communications devices, either District-issued or personally owned, and hereby adopts this policy.

**SECTION 1. DISTRICT-ISSUED COMMUNICATION DEVICES**

**1.1** Communication devices issued by the District may include, for example, cellular telephones; walkie-talkies; laptop computers; and citizens' band radios, either installed in vehicles or hand-held.

**1.2** Employees in receipt of District-issued equipment shall be held responsible for the safekeeping of the equipment and for the exercise of reasonable efforts to see that the equipment is not lost, stolen, or damaged. Reckless or irresponsible use of District equipment resulting in loss or damage may result in the employee having to reimburse the District for any associated costs of replacement or repair.

**1.3** Any such devices issued shall be with the expectation that they are to be used, almost exclusively, for District-related business purposes and are not intended for personal use except in emergencies involving employee health or safety.

**1.4** Staff members shall refrain from downloading any apps considered harmful by the District or banned by the state or federal government, including TikTok, onto any District issued device. If such an app has already been downloaded onto a device issued to a staff member, they shall delete the app or seek assistance from the District's technology personnel in deleting it.

**1.5** District-issued equipment shall be used in a manner that does not disrupt instruction or other work-related activities unless there is a reason for personal health or safety involved.

**1.6** Any District-issued equipment is to be surrendered to the District immediately upon request and/or upon the employee's separation of employment with the District.

**1.7** The employee is prohibited from allowing any third party to use the equipment.

**1.8** The District reserves the right to withhold the final paycheck of an employee who is terminating employment until they have returned all District equipment, which includes electronic devices such as laptop computers, cell phones, walkie-talkies, etc.

**SECTION 2. PERSONALLY-OWNED COMMUNICATION DEVICES**

**2.1** Employees may carry and use personally-owned electronic communication devices during the school day on school property, except that:

a. Personal electronic communication devices should not be used during the employee's normal duty times to send or receive messages of a personal nature, but such use is allowable during normal break times, lunch times, and preparation times. Special permission may be granted by the school administrator or direct supervisor to accept emergency and/or service-related calls that are difficult to schedule outside of normal duty times.

b. Use of personal electronic communication devices should be curtailed during instructional time or at school-sponsored programs, meetings, in-services, parent/guardian conferences, or any other time when there would be a reasonable expectation of quiet attentiveness.

c. Personally owned hand-held citizens' band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by employees on school property during the school day unless by specific permission of their immediate supervisor based on a personal health or safety need.

**2.2** Employees may not use a personal electronic device to contact students. Failure to maintain a professional relationship with students, both inside and outside a classroom setting, including interaction via social networking websites of any nature, e-mailing, texting, or any other electronic methods will result in the required reporting of such conduct to the Professional Standards Commission by the District's Administration.

**2.3** Any employee violating the above rules may be subject to disciplinary action, including termination.

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